



Guidelines for Use of Church Facilities

Updated May 9, 2017

The purpose of these guidelines is to provide information and guidance for the utilization of the facilities by members and non-members of Williamson's Chapel United Methodist Church. The objective is to provide information so that the process for requesting the use of church facilities is clear and easily understood. Situations not covered in these guidelines shall be referred to the Board of Trustees, which has the authority and responsibility for the use, maintenance, and care of all church facilities. The Book of Discipline of the United Methodist Church takes precedence over any rule or guideline in this policy that may conflict in any way. An application to request use of Church facilities (Facility Reservation Agreement) is available at www.willchapumc.org/about/facilities or at the church office:

Williamson's Chapel United Methodist Church
575 Brawley School Rd. Mooresville, NC 28117 704-664-3680

Guidelines governing use of Church facilities were established after considering the following criteria:

- Principles and guidelines set forth in the United Methodist Church Book of Discipline
- Availability of facilities for church and non-profit use
- Prohibition against use by for-profit groups and events
- Requirements for Certification of Insurance
- Custodial services, maintenance, and utility costs
- Sponsors or person responsible
- Special provisions for kitchen use

Williamson's Chapel United Methodist Church Facility Use Policy

Operating Hours

WCUMC is open Monday-Thursday 8:30 am – 4:30 pm and Friday 9:00 am - Noon, except holidays. Those wishing to use the facilities outside of the normal operating hours must make arrangements through the administrative office and be briefed on the security arrangements. **All groups must finish activities and vacate the building by 9:30 p.m.**

General Policies

Use of any of the WCUMC facilities and equipment will be at the risk of the user. WCUMC does not assume any liability or responsibility for injury to a user or the user's guests and participants. Furthermore, WCUMC does not make any implicit or explicit warranty of the premises which includes playground, equipment, machinery, fixtures, and furniture.

Reservation Request Process

- Meeting leaders/activity leaders/wedding directors/staff members and all others using the facilities are responsible for scheduling the room(s) and area set-up by completing and signing a **Facility Reservation Agreement** and submitting it to the church office.
- The Facility Reservation Agreement will cover all requests to use Church facilities, including weddings, funerals, and any meetings or events.
- A copy of the Facility Reservation Agreement may be found at www.willchapumc.org/about/facilities or at the Church office.
- A completed reservation agreement may be submitted via email or to the Church Office in order to schedule the use of rooms, facilities, equipment or grounds. Requests are not considered to be approved until they have been acknowledged and accepted by the Church office.
- Requests will not be considered until the proper documentation has been completed.
- A single contact person from the group reserving the facility shall be assigned to handle scheduling and other details. This contact shall be responsible for compliance with the Church's Facility Use Policy and shall be in attendance during the event.
- The name of the contact person must appear on the reservation agreement.
- The reservation request shall include time for set-up and take down.
- If a kitchen facility is to be used, The Facility Reservation Agreement must include a request to use the kitchen - and the extent to which the kitchen will be used.
- In the event of a meeting or event that shall be held on a regular basis, a single agreement may be submitted provided the request for on-going use is clearly stated in the agreement and then acknowledged by the Church Office. A Facility Reservation Agreement shall not extend beyond 12 months from the date of the first event and a new Agreement must be submitted if the user wishes to continue using the Church facilities.

The final decision regarding room use will be the responsibility of the Facilities Administrator.

Requests for use of the Sanctuary and Chapel will require additional consideration and the approval of Facilities Administrator and the Senior Pastor.

Requests will be approved by the order in which they are submitted.

Williamson's Chapel has the right to reschedule or offer an alternative date at any time prior to sixty (60) days before the event if a conflict with a Church activity occurs. This includes occasions where Church activities are scheduled after the Facility Reservation Agreement has been submitted and acknowledged.

Non - WCUMC Affiliated Groups

- Fellowship Hall is not available for non-church related events on Fridays or Saturdays.
- Non WCUMC organizations, non-profit, or religious groups may be considered on an individual basis provided documentation of liability insurance is included with the Reservation Request. This documentation shall include an insurance agent's name, company name, policy number, and contact telephone number.
- For-profit groups shall not use facilities unless they have been invited/sponsored by one of the WCUMC ministries and have obtained permission for a for-profit group function from the Finance Committee.
- Organizations or groups may be requested to present by-laws, charter and /or mission statement for review prior to the event being placed on the calendar. A determination will be made regarding the compatibility of the information with the church's religious faith and biblical principles.

Cancellation Policy

- WCUMC requires 48 hours cancellation notice to refund use fees.
- Cancellations must be submitted by contacting the Church office directly.
- In the event of an on-going use of Church facilities, the user must submit a new Facility Reservation Agreement after one year in order to ensure that their regularly scheduled use is continued.

Set-Up and Take-Down

- Individuals and groups using the WCUMC facility shall be responsible for set-up, take-down and proper storage of tables and chairs unless arrangements are made before the date of the activity.
 - There are pictures of the "room layout" (how the room is normally configured) posted in classrooms. Each group is encouraged to rearrange the room as needed (chair placement, tables, etc.) but shall return the room to the posted layout.
 - The user may request that WCUMC handles set-up on behalf of the user. This request must be noted on the Facility Reservation Agreement and then discussed with the Facilities Director. Fees for set-up services may be added to the general facility use fees.
- No decorations of any kind shall be attached to the walls, floors, ceilings, doors, tables or any other piece of WCUMC property without prior permission from the Facilities Director.

Appropriate Use of Facilities

- The contact person is responsible for ensuring that all event attendees understand and will follow WCUMC posted security and fire procedures.
- The contact person shall be present at all times during the function, shall be responsible for any damage, and shall ensure compliance with the policies set forth in the Facility Reservation Agreement.
- Individuals and groups who use the church facilities shall treat the property with respect and dignity, and keep the property in as-found (or better) condition.
- Other responsibilities of the user include, but are not limited to:
 - ☑ Lights shall be turned off prior to vacating the facility.
 - ☑ All room/areas used shall be cleaned.
 - ☑ All trash and waste from the room/area shall be taken out and placed inside the dumpsters unless prior arrangements have been made.
 - ☑ The lights shall be turned off and the room/area shall be reset to original configuration.
- WCUMC staff will be responsible for opening and securing access to the Church facilities unless otherwise arranged by the Facilities Director and the contact person.
- In special circumstances, users may request use of Church sound and video equipment. Only WCUMC staff or members trained in the use of the equipment will be allowed to move, set-up, and operate the equipment. Additional fees may apply.

Prohibited Activities

- Church facilities may not be used for personal or business monetary gain (or for-profit enterprises) unless conducted for the express benefit of the congregation and approved by the Trustees.
- Do not leave children unsupervised.
- No Food or drinks in the Sanctuary or Chapel.
- No Alcoholic beverages or possession of illegal drugs or other controlled substances (Should anyone be found using alcohol or illegal drugs in the parking lots, the Police will be called).

- No Smoking inside the building. (Can people smoke outside on the campus? Most places do not even allow this)
- Use of the facilities for local, city, state or national politics except an election polling location.
- Carrying or use of all firearms and weapons anywhere on Church property. This includes concealed weapons, even were the individual has permit to carry a concealed weapon.
- Operating any church audiovisual or musical equipment without the permission of the Audiovisual Tech Team or Executive Director of Ministries and Administration.
- Operating any office equipment without the permission of the administrative personnel.
- Candles other than drip-less candles. (Drip-less candles may be used only under the supervision of a wedding director or Pastoral staff.).
- Use of profane, vulgar, or indecent language, music or symbols.
- Use of audiovisual materials (photos, videos, films, posters, compact discs, tapes, etc.) containing profanity or violent or sexually explicit images.
- Reckless driving.
- Rollerblading, skating or cycling.
- Loitering.
- Open fires.
- Use of dumpsters for personal refuse
- Littering the parking lot or grounds. If littering does occur, an appropriate clean-up fee will be assessed to the violator(s).
- Loud talking or the use of loud equipment (including radios) in the parking areas

Weddings

Refer to WCUMC's Wedding Policy. Copies of the Wedding Policy can be found online at www.willchapumc.org/about/facilities or at the Church office.

Parking Lot

Except for special circumstances which must be reviewed with the Facilities Director, use of the Church parking lot is restricted to those who are attending a previously scheduled event. All attendees of a schedule event are required to follow parking instructions and other directions posted and are expected to use the parking lot in a safe and courteous manner.

Rate Schedule for Use of WCUMC Facilities

Room	Security Deposit	3-Hour Minimum	Each Add'l Hour	Host/Hostess Fee	Cleaning Fee
Fellowship Hall and Kitchen (see Kitchen policy) Meal Preparation (max capacity 250)	\$100	\$300	\$100	\$50	\$100
Fellowship Hall and Kitchen Catered Meals Finger Foods (max capacity 250)	\$100	\$225	\$75	\$25	\$100
Fellowship Hall Only—No Food or Beverage (max capacity 425)	\$100	\$150	\$50	NA	\$50
A109 (old fellowship hall)	\$50	\$45	\$15	NA	\$25
Classrooms (Each)	\$50	\$75-\$150	\$25-\$50	NA	\$25
Chapel (see Wedding Policy)	\$100	\$150			\$100
Sanctuary (see Wedding Policy)	\$150	\$450			\$150

- Unless otherwise approved by the Senior Pastor, Use of Church facilities by WCUMC Church members for non-Church related activities are subject to these same fees.
- Additional fees may be applied in the event that the user wishes WCUMC to provide set-up or other event preparation activities.
- In special circumstances, users may request use of Church sound and video equipment. Only WCUMC staff or members trained in the use of the equipment will be allowed to move, set-up, and operate the equipment. Additional fees may apply.

**The above fee schedule is subject to change at the discretion
of the Williamsons Chapel United Methodist Church Board of Trustees.
Revised May 9, 2017.**

Fellowship Hall and Kitchen Cleaning Guidelines

To enable you to use these facilities effectively, our Kitchen Committee has assembled a guidebook which is attached. This guidebook will inform you on how to use the equipment and where to find supplies, utensils, etc. Our desire is for your event to be successful and with a minimum of anxiety.

Please keep in mind the importance of sanitation in a kitchen which is used by many different individuals at different times. Bacteria grows quickly in sinks and on surfaces. Please clean these areas before and after your food preparation.

These facilities exist for the glory of God and the good of His Church. Our prayer is that you will be blessed as you enjoy your event here.

Sincerely,

The Kitchen Committee
Williamson's Chapel UMC

I. Fellowship Hall

- (A) Clean tabletops prior to AND after use with a sanitizing cleaner. Wipe tabletops dry with a dish towel.
 - (1) Sanitizing cleaner is kept in the kitchen above the ice maker. Dish towels are in the far left cabinet above the sink.
- (B) Clean all spills on carpet immediately with dry towel followed by vigorous scrubbing with wet towel (water only).
- (C) Wipe chair bottoms and vacuum carpet area used.
 - (1) Suggestion – To minimize clean-up, use tables in a localized area.
 - (2) Additional tables and chairs are located in the storage room in the rear of the fellowship hall. The vacuum cleaner is kept in the janitors closet outside the fellowship hall in the hall across from the bathrooms.

II. Kitchen

(A) Refrigerator

- (1) Leftover food, opened drinks and unopened perishable items are to be picked up within two days or they will be disposed of.
- (2) Exception – Items such as catsup, mustard, mayonnaise, salad dressings, butter, etc. may remain PROVIDED any such item is covered or sealed in some manner and labeled with the date opened. Labels are located in the top right hand drawer as you enter the kitchen.
- (3) All items must be sealed tightly. Freezer bags are provided in the pantry on the top right shelf as you enter.
- (4) Clean all spills (no matter how small) IMMEDIATELY with a damp dish cloth.

(B) Freezer

- (1) All items are to be sealed and labeled. Please use as soon as possible. Freezer bags are provided in the pantry on the top right shelf as you enter.
- (2) All spills must be cleaned up IMMEDIATELY with a damp dish cloth.

(C) Sinks

- (1) Rinse sinks with hot water prior to use.
- (2) Rinse all cooking utensils with hot water prior to use.
- (3) After use, wash all cooking utensils and place in respective storage areas.
- (4) Do NOT leave any containers soaking in the sinks.
- (5) Remove all food particles from the sink and rinse with hot water.

(D) Coffee Maker

- (1) Rinse coffee pots with hot water before use.
- (2) Place clean filter and one packet of coffee into basket. Filters and coffee are located in the drawers and cabinets directly under the coffee maker.
- (3) Push START button on the top front of the coffee maker to begin process.
- (4) Warming units for additional pots of coffee are located on top of the coffee maker and also a stand alone unit with two burners is located to the side of the coffee maker.
- (5) After use turn burners off and empty all coffee from pots. Wash pots in sink and dry them. Empty coffee grounds and filter from the basket and rinse basket clean.

(E) Tea Maker

- (1) Tea dispensers are stored in the pantry on the wire shelving.
- (2) Wash & rinse tea dispensers with HOT water before use.
- (3) Filters and Tea packets are located in cabinet below Tea maker.
- (4) Place clean filter & 1 packet of Tea into wire basket at the top of the unit.
- (5) If red light marked "Brew When Lit" is on unit is ready. Press Brew button to begin making tea.
- (6) Do not move tea dispenser until unit stops dispensing water.
- (7) After unit has completed making tea remove wire basket and empty filter and used tea into garbage can.
- (8) When finished with tea dispensers wash and rinse them thoroughly with HOT water and detergent. Dry and replace the dispensers on wire shelving in the pantry.

(F) Stove and Oven

- (1) Pilot is continuously on. Turn to desired temperature and begin cooking. (See manual for details on use)
- (2) After use wipe all surfaces with wet cloth.
- (3) Clean any spills in the ovens with warm soapy water.
- (4) Do NOT store any pans in ovens.

(G) Convection Stove

- (1) See manual for instruction on use
- (2) Clean oven thoroughly after use with warm soapy water.

(H) Dishwasher – Hobart

Start-up Procedure

1. Make sure the lower and upper arms spin freely.
2. Make sure that both strainers are clean and seated properly.
3. Close the door and press the “ON” button. During fill cycle, the display will indicate:
 - Sump temperature with a flashing “FILL”
 - Indicator during temperature booster preheat. Preheat can take up to 8 minutes.
4. The fill is complete when the display indicates the sump water temperature and the “FILL” indicator is off.

Normal Operating Procedure

1. Heavily soiled pans, dishes and utensils with dried-on food should be presoaked before placing in the washer.
2. Load the racks with dishes, bowls, coffee pots, pans, utensils and silverware items,
 - Do NOT overload the racks
 - Only put one rack in the washer per cycle
 - Do NOT leave heavy weights in the rack overnight
3. With the loaded rack resting on the door, slide the rack into the washer
4. Close the washer door and press “WASH”
 - * WASH and RINSE will display during cycle
5. Cycle is complete when sump temperature is displayed

End of Use Procedure

1. Press “OFF”, the dishwasher will drain and turn itself off
Door must be closed for water to drain.
2. Clean strainers and make sure all holes in wash arms are open for proper water flow.
3. Leave the door ajar to allow the interior to dry.

(I) Disposals

- (1) Place ONLY food items in disposals**
- (2) Insure no utensils or dish cloths are in disposals before turning on switch.**
- (3) Keep hands away from unit when turned on.**